

SECTION G

CONTRACT ADMINISTRATION DATA

G.1 ORO G01 CORRESPONDENCE PROCEDURES (MAY 1997)

All correspondence submitted by the Contractor (except for invoices and reports) shall be subject to the following procedures:

- (a) Technical Correspondence. Technical correspondence concerning performance of this contract shall be addressed to the DOE Contracting Officer's Representative (COR), with an information copy of the correspondence to the DOE Contracting Officer.
- (b) Patents/Technical Data Correspondence. Correspondence concerning patent and technical data issues shall be addressed to the Assistant Chief Counsel for Intellectual Property, Office of Chief Counsel, USDOE, Post Office Box 2001, Oak Ridge, TN, 37831-8751, with an information copy to the Contracting Officer and the COR.
- (c) Non-technical Administrative Correspondence. All correspondence, other than technical correspondence, shall be addressed to the Contracting Officer or Contract Specialist designated in ORO G25, with information copies of the correspondence to the DOE COR, and to the DOE Assistant Chief Counsel for Intellectual Property (where patent or technical data issues are involved).
- (d) Subject Line(s). All correspondence shall contain a subject line commencing with the contract number, as illustrated below:

"SUBJECT: Contract No. [] (Insert the contract number) [] (Insert subject topic after contract number, e.g., "Request for subcontract placement consent")."

[End of Clause]

G.2 ORO G20 CONTRACTING OFFICER'S REPRESENTATIVE (COR) (MAY 1997)

The Contracting Officer's Representative will be designated by separate letter and will represent the Contracting Officer in the technical phases of the work. A copy of this designation letter shall be furnished to the Contractor. The COR is not authorized to change any of the terms and conditions of this contract. Changes in the Scope of Work will be made only by the Contracting Officer by properly written modification(s) to the contract. Additional Contracting Officer's Representative(s) for other purposes as required may be designated in writing by the Contracting Officer.

[End of Clause]

G.3 ORO G25 CONTRACT ADMINISTRATION (MAY 1997)

The contract will be administered by:

U.S. Department of Energy
Oak Ridge Operations Office
Procurement and Contracts Division
ATTN: Beverly J. Harness
P.O. Box 2001
Oak Ridge, Tennessee 37831

Written communication shall make reference to the contract number and shall be mailed to the Contracting Officer designated via separate correspondence to the above address.

[End of Clause]

G.4 PAYMENT OF BASE AND AWARD FEE (AUG 1999)

Base Fee. The Government will make payment of the base fee in substantially equal monthly increments. The amount payable shall be subject to any withholdings as may be provided for elsewhere in this contract.

Award Fee. The Government will promptly make payment of any Award Fee after evaluation at the conclusion of each specified evaluation period(s). Payment shall be made without the need for a contract modification.

[End of Clause]

G.5 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FED 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far/>

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

NUMBER	DATE	TITLE
52.246-5	APR 1984	Inspection of Services - Cost Reimbursement

[End of Clause]